DRAFT Reopening Plan for Sallie Logan Public Library

This is a DRAFT and is completely dependent on Governor’s Executive Orders, as well as federal, state and local laws and mandates.

PHASE ONE:
Not open to the public
Open book drop and encourage patrons to return materials. Designate staff to empty the book drop and quarantine materials in the Logan Room for 3 days organized by return date. After 3 days, staff will check in materials and shelve them. Items owned by other libraries will be placed in delivery bins or other designated area to be rerouted. Materials that are on hold for a SALP patron will be placed in a designated area to be held until curb side service resumes.

* Delivery will NOT run in May at all.
* The checkin date for all materials will be backdated to March 14th which was the last day the library was open to the public. No fines will be charged.
* The library currently has a limited supply of latex and nylon gloves, Clorox wipes, and Lysol disinfectant spray. Masks are on order but are not expected to be delivered until early to mid June.
* Library hours will be limited to 10-5.
* Limited staff will be in the building at one time—probably no more than 3-4 at a time.
* Some staff can work on separate projects (cataloging, digital imaging grant, updating website and social media, planning online programs, sorting/boxing/storing donated books for sale, etc.)

PHASE TWO:
Not open to the public
Resume curb side service to SALP patrons only. Patrons may place holds on materials or contact the library to have holds placed. Patrons will only be able to borrow SALP materials until IHLD delivery resumes (after May 30). Staff will pull materials several times each day. Patrons will be notified when materials are ready for pick up. Patrons will call when they are in the parking lot (or prior to leaving home) and staff will checkout materials, bag them, and take them to the patron’s car on a cart which will further the physical distance between the staff member and the patron. The patron will collect materials from the cart and the staff will push the cart back into the building.

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Things to consider and determine for Phase Three:

* Require masks/face coverings for staff?
* Take temperature of staff?

PHASE THREE:
Limited public access
Patrons may come into the library but will be limited to the blue tile area to pay fines, register for cards, pick up materials, make photocopies, use computers (perhaps with a shorter time limit). Ever other computer will be turned off to promote physical distancing. There will be 3 computers available in the blue tile floor area. One other computer (#6 under the clock) is further away from the others, yet easily visible from the circulation desk and may also be used if necessary.

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Things to consider and determine for Phase Three:

* Require masks/face coverings for staff?
* Require masks/face coverings for patrons?
* Limited number of patrons at a time?
* Take temperature of staff?
* Take temperature of patrons?
* Will restrooms be available to the public?
* Should other areas of the library be available for patrons to bring their own laptops/devices to use WiFi? Will this encourage gathering and lingering?

Other things to consider for future phases:

When should normal business hours resume?

When should phase 3 end and patrons again have full access to the library (study areas, stacks, restrooms)?